



**MURRAY CITY CORPORATION
COMMUNITY & ECONOMIC DEVELOPMENT**

**MURRAY CITY STATEMENT OF INTENT TO APPLY
For 2010/2011 CDBG FUNDS**

***DUE: FRIDAY, DECEMBER 4, 2009 AT 5:00 PM**

Name of Organization: _____

Contact Person: _____

Phone Number: _____

Mailing Address: _____

Program Name: _____

Estimated Funding Request: _____

Description: (Include individual activities, if applicable)

Please answer the following:

1. Will the project be concluded before June 30, 2011? Yes _____ No _____
2. Will the proposed project primarily benefit residents of the City's low-to-moderate income areas?
Yes _____ No _____ (See Attached Map)
3. Does the project meet the national objective of:
_____ Removal or elimination of slums and blight?
_____ Benefit to low and moderate income persons?
4. Are you applying as a: _____ Neighborhood-Based Non-Profit Organization
_____ Section 301(d) Small Business Investment Company
_____ Local Development Corporation
5. Does your proposed project involve any of the following:
_____ Purchase of equipment, furnishings, motor vehicles, or other personal property which are not an
"integral structural fixture"?
_____ Operating and maintenance expenses or office space charges?
_____ Payment of salaries for staff or utility costs?
_____ New housing construction?
_____ Relocation of residential or business tenants, even on a temporary basis?

Murray City CDBG Hard Cost Application

36th Program Year - FY 2010/2011

PHYSICAL IMPROVEMENT (HARD COSTS) PROJECT

(Construction, renovation, acquisition, economic development, planning)

I. COVER SHEET

Project Title:	
Name of Agency:	
Type of Agency: <small>*Attach evidence of 501-C3 status, a current agency audit, and the approval of the agency's governing board (minutes) for the activity funding requested.</small>	
Address of Agency:	
Contact Person: Title:	Phone Number: E-mail Address: Fax:

Executive Project Summary (do not exceed this space)

Total Project Cost	CDBG Funds Requested
\$	\$
Submitted by:	
Signature:	
Print Name:	Title:
Date:	Agency Tax ID #

II. Detailed Project Description

In addition to the cover sheet, the applicant should prepare a detailed project description. Proposals will be reviewed, and recommendations made to the Murray City Council by the CDBG Administrative Committee. All proposals will be reviewed in part by how well the proposed project addresses a community development need in Murray and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review will consist primarily of scoring proposals based on information in the project description. Attach a narrative addressing the following factors in describing your project.

DO NOT EXCEED EIGHT (8) PAGES

1. Program and Project Description: Describe the project in specific terms. Specify what the CDBG funds will pay for. What is the intent of the Project? What is the number of clients who will receive service? Describe how the activity will benefit low and moderate income persons residing in Murray City.

2. Need and Benefit: Answer the question "Why?" Why do you want to do this project? Is this an unduplicated service or program? Will the project enhance existing services? Why have you chosen to address this need? Why is there a need for CDBG funding? Does the need justify the costs? Describe the clientele and the need your project will address. Report the total number of Murray citizens that are served by your program. Also identify the total number of clients that will be served with the requested funds and estimate the percent who are lower income. Does the agency have a Language Assistance Plan? Will the project serve a geographical area? If so describe the area.

3. Goals and Objectives: How will you know if the project is successful? What could happen if the project is not done? Show a tie to the Needs and Objectives identified in the Salt Lake County Consolidated Plan. Also show a tie to the HUD developed Performance Measurement System (Refer to the Salt Lake County Instructions and Guidelines). How will you measure your project's effects? Please refer to http://www.crd.slco.org/pdf/SLCo_Consortium_2009.pdf a hardcopy is also available in the Murray Community and Economic Development office (4646 South 500 West, Murray, UT).

4. Capacity and Sustainability: Describe past performance, staff capability, and expertise. Do you have prior experience in similar efforts? Is this an ongoing project or program? If so, how will you work to make the project sustainable in the future? If no further CDBG assistance was provided would the activity continue? How will you handle future operational or maintenance costs?

5. Budget and Leveraging: Is the budget clear? Is it realistic? Are other funds committed to the project? Do you have a financial commitment to the activity? Is there a nonfinancial commitment? Have you sought assistance from other CDBG cities? If "no" why not? If full funding cannot be given what are your priorities for items or activities to be funded?

6. Other Considerations: Is there anything else we need to know? Any conditions or contingencies that will need to be met before implementing the project? Identify if any of the following apply:

- * Faith Based Organization
- * Relocation of people or businesses
- * Acquisition of property
- * Lead-Based Paint
- * Historic Preservation

If funds are requested to construct, reconstruct, renovate or rehabilitate your facility, do you own the building? If you do not own the building, you must have a minimum 5 year lease agreement in place. Will the owner allow a long term lien to be placed on the property by the City?

III. Housing/Public Facilities/Admin/Planning (Hard Cost) Project Budget

Project Costs: Include all costs directly related to delivering this service or accomplishing this project. Identify sources of funding in the Budget Narrative.

Expenditures and Revenue Sources	Requested Total CDBG	Other Funds Committed	Other Funds Requested	Other In-Kind	Total Project Budget
Land/Building Acquisition					
Architect, engineering and/or design costs					
Construction Costs (streets, parks, sidewalks, etc)					
Renovation or Rehabilitation					
Site Improvement/ Landscaping					
Planning					
Administrative Salaries to Oversee and Monitor Grant Funds					
Project/ Activity Delivery Costs					
Loans/Grants					
SUBTOTAL: Project Costs					
Other Costs (include any other necessary project costs. Describe in the Narrative)					
Grand Total					

IV. Population Served by Jurisdiction: Please provide a quantitative description of the number of clients served last fiscal year who lived in Murray, the number of clients who are low- and moderate-income and the number of new clients that will be served in 2010-2011 by your organizations services.

V. Cost Estimates: Attach a qualified estimate of itemized costs and budgets. Construction projects must provide assurances that the activity can be accomplished within the set budget and that all applicable building/zoning code and Davis-Bacon compliance issues have been considered.

VI. Location of Project: (attach maps, pictures, etc)

VII: Proposal Guidelines:

Five (5) complete originals in one sealed envelope must be submitted for each project or program. The words "Community Development Block Grant Proposal" must be printed on the outside of the envelope. **Proposal forms and narratives MUST be received in the Murray City Community and Economic Development Department, 4646 South 500 West, Murray, Utah, no later than 12:00 p.m. on Tuesday, February 5, 2010.** Any proposals submitted after that time or to any location other than the one listed will be rejected. There will be no exceptions.

Community and Economic Development staff will review all proposals for compliance with HUD regulations and completeness after which the Murray City Administrative Committee will rate each according to the evaluation criteria listed below. Applicants will be invited to present their proposals to the committee on February 8-12, 2010. When proposals have been scored and ranked, the committee will forward a preliminary list of recommended awards to the City Council. A public input process will be held in late February. A Public Hearing regarding the final recommendations will be held on March, 16th at 6:30.

All proposals will be reviewed according to the following criteria:

MAXIMUM POINTS

N/A	ELIGIBLE	If all or part of the proposal is not eligible, Proponent will be informed immediately and allowed to appeal to CD Staff.
30	NEED	Proponent has clearly described the need. Provides data that substantiates the need. Tie to Consolidated Plan or United Way Community Assessment. (Refer to the Salt Lake County Instructions and Guidelines) Activity is County identified as Priority Activity. Demonstrates a need that is not being adequately met.
15	BENEFIT	Identifies beneficiaries of the project. Identifies the number of Murray City eligible clients served and shows that the amount of funding requested is equitable. Proponent shows benefit to lower income residents.
25	PROJECT GOALS & OUTCOMES	Project need and goals are clear and specific. Project goals and outcomes are realistic and appear to be achievable. Project shows tie to HUD Performance Measurement System. (Refer to the Salt Lake County Instructions and Guidelines) Project will impact significantly on identified need. Has clearly identified impact and success.
15	CAPACITY & SUSTAINABILITY	Proponent shows ability to undertake the project. Proponent has a demonstrated track-record in similar activities. Proponent shows history of effective program management. Proponent demonstrates fiscal responsibility and expertise. Proponent followed direction in the County CDBG process.
15	BUDGET & LEVERAGE	Proposed expenditures appear reasonable. Project is not totally dependent on CDBG funds. Other funding sources and amounts are identified. Project is cost effective in relation to service and community need.

Points will be deducted if project is not a priority activity, or there is no leveraging of funds, or if the proponent failed to follow instructions. A minimum of 65 points are required to be considered for funding.

The proposal and any attachments should be submitted on 8 ½" x 11" sheets. However, Proponents should not bind the materials. Each page of the proposal package should be numbered. The narrative portion should not exceed eight (8) pages. The Cover Sheet (Section I) and the budget page (Section III) are not included in the eight page requirement.

If your project is approved for funding the following items will be requested as part of the contract development process. DO NOT submit this information with your proposal.

Contract Preparation Information Only	
	Work program and budget to meet approved activity (if applicable)
	Evidence of funding commitments
	Budget narrative
	Project Locations and Clients Served
	Project timetable/schedule
	If a construction project, budget and operating pro forma
	If a construction project, plans and/or detailed description
	List of current Board Members and key agency staff
	Current Organization By-laws and Articles of Incorporation
	Evidence of tax-exempt status (if applicable)
	Proof of Workers' Compensation coverage
	Your agency's most recent budget and audited financial statement
	Evidence of liability insurance
	Board Resolution authorizing Director to sign CDBG contract
	W-9 Form

**Community
Development Block
Grant 2010-2011
Timeline**

Date	Time	Event
Monday, November 23	2:00 PM	Technical assistance meeting and applications available.
Friday, December 4	5:00 PM	Written Statement of Intent to Apply to be submitted to the Murray City Community and Economic Development Department.
Tuesday, December 15	1:00 PM	County Application Deadline.
Wednesday, December 16 to Friday, February 5		Individual technical assistance available by appointment for agencies drafting applications. Eligibility questions can be researched at this time for "new" concepts and proposals.
Friday, February 5	12:00 PM	Final applications due in Murray City Community and Economic Development Department. Must be complete and accurate.
Monday, February 8 to Friday, February 12		CDBG Administrative Committee review written applications and begin scoring process and applicant presentations made to the Administrative Committee.
Tuesday, February 16		Administrative Committee recommendation meeting.
Wednesday, February 17	12:00 PM	Administrative Committee's 2010/2011 Action Plan recommendation to Council becomes available to the public.
Tuesday, March 16		City Council acknowledges receipt of comments received during comment period, approves the final allocations/amendments, and authorizes submittal to County and HUD.
Friday, April 16		Submit final allocations and Murray Action Plan to Salt Lake County.
Friday, April 19 to Wednesday, June 30		Contracts with the County and for successful agencies are negotiated and executed so grant assistance is available on 7/1/10.



Salt Lake County

Community Development Block Grant (CDBG) “Hard Cost” Proposal Guidelines Housing/Public Facilities/Admin/Planning

GENERAL INFORMATION

All proposals must comply with the regulations of the Community Development Block Grant (CDBG) program found at 24 CFR Part 570, described in brief by the guidelines below. The CDBG Program provides annual grants from the U.S. Department of Housing & Urban Development (HUD) on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Entitlement communities such as Salt Lake County, develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. CDBG funds may not be used for activities which do not meet the program’s national objectives.

This proposal must be for activities located within unincorporated Salt Lake County, one of the eleven cities participating in Salt Lake County, or demonstrate that clients served, for which County CDBG funds will be used, reside within the eligible geographical areas of the County.

CDBG “hard cost” funds may be used for activities which include, but are not limited to:

- Administration and Planning;
- Acquisition of real property;
- Rehabilitation of residential housing;
- Construction or Rehabilitation of public facilities and public improvements, such as parks, water and sewer facilities, streets, sidewalks, neighborhood facilities, senior citizen centers, home ownership assistance, code enforcement, economic development or job creation, and micro-enterprise assistance.

WHO MAY APPLY

ELIGIBLE PROJECTS (Hard Costs): Private agencies, governmental entities or individuals may submit proposals. Projects in this category must be a “brick & mortar” activity, acquisition of real property, economic development, housing rehabilitation, public improvement, or planning. Proposals for public infrastructure projects must be coordinated by the Proponent with the appropriate Salt Lake County agency to assist in determining the total scope of the project, accurate cost estimates, and the method of implementation. Only public infrastructure projects located in unincorporated Salt Lake County will be considered

2010 – 2011 – Instructions and Guidelines – Hard Cost

for funding. Salt Lake County may implement these projects in certain cases. Proposals must be for a minimum of \$25,000. Exceptions may be made on a case-by-case basis.

Agencies that provide services may apply for funding for physical improvements to their facilities, however, these agencies should be aware that deed restrictions will be placed on properties improved with these funds.

Proponents receiving funding for physical improvement projects should demonstrate the ability to expend the funds within an 18-24 month period.

HUD OUTCOME PERFORMANCE MEASUREMENT SYSTEM

All proposals must show a tie to one of three HUD designated Objectives. In addition, the proposed activity must show at least one HUD designated Outcome. This will take place in the proposal narrative. This item will be discussed at the pre-proposal workshops.

The HUD Objectives are:

- **Suitable Living Environment.** In general this objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.
- **Decent Affordable Housing.** This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
- **Creating Economic Opportunities.** This objective applies to the activities related to economic development, commercial revitalization, or job creation.

The HUD Outcomes are:

- **Availability/Accessibility.** This outcome applies to activities that make services, infrastructure, or shelter available or accessible to low – and moderate- income people, including persons with disabilities. Accessibility does not only refer to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate- income people.
- **Affordability.** This outcome applies to activities that provide affordability in a variety of ways in the lives of low- and moderate- income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate- income or by removing or eliminating slums and blighted areas through multiple activities or services that sustain communities or neighborhoods.

PRIORITY ACTIVITIES CATEGORIES

For the 2010 – 2011 (36th) Program Year, acceptance and consideration will be given only to those proposals that propose activities as follows:

2010 – 2011 – Instructions and Guidelines – Hard Cost

- **Affordable Housing.** Projects and activities that assist in the development, acquisition, preservation or provide access to housing that will be available to lower income persons. As well as hard costs, this category can include soft costs such as mortgage and housing counseling, housing case management and assistance in finding available, affordable housing. Activities dealing directly with the homeless population do not belong in this category.
- **Homeless Activities.** Projects and activities that show a link to the current Salt Lake County Continuum of Care Program and/or the Ten Year Plan to End Chronic Homelessness. Homeless prevention does not fit into this category, but could fit into the Affordable Housing category if the residency requirements are met.
- **Targeted Communities.** For Salt Lake County funds, community development activities directed at the areas of Magna, Kearns, or West Millcreek are targeted. For the eleven cities participating in Salt Lake County's CDBG program and the remainder of the unincorporated county, low- and moderate-income populations are the targeted beneficiaries of CDBG funds. Activities in this category include providing additional or improved facilities and infrastructure that will serve residents of these communities.

PROJECT REQUIREMENTS

ALL PROPOSALS MUST:

- Meet one of the National Objectives of the CDBG Program: to provide benefit to low- and moderate-income persons (those whose income is at or below 80% of the local median), or to aid in the prevention or elimination of slums or blight. A third national objective - to meet a particular urgent community development need is not applicable at this time.
- Be located within unincorporated Salt Lake County or demonstrate that clients served, for which County CDBG funds will be used, reside within the eligible geographical areas of the County. For the purposes of the CDBG Program, residents of the cities of Salt Lake, Sandy, Taylorsville, West Jordan and West Valley are **not** considered residents of the County.
- Those persons who are homeless are considered residents of the unincorporated County regardless of where they are receiving temporary shelter or services.
- Address one or more of the Objectives stated in the Salt Lake County Consolidated Plan. This is in addition to meeting a HUD designated Objective and Outcome.
- Request funding for a project that is identified as an eligible CDBG activity.
- Identify the Outcome Measurements for your program. What is the impact your program has on the participants? Is the program making a positive impact on clients or the community?
- Be sure to use the appropriate proposal form when detailing the project's "Hard Cost" (Physical Improvement) or "Soft Cost" (Public Service) activities.

APPEALS PROCESS

Any Proponent, who feels their application has been wrongly determined to be ineligible by not meeting the criteria listed above, may request the staff of CRD to obtain an eligibility determination from their CPD Rep. at the Region 8 Office of Housing & Urban Development.

LANGUAGE ASSISTANCE PLAN

In accordance with the HUD's notice in the *Federal Register* on January 22, 2007, vol. 72, no. 13, pp. 2732-2754, regarding "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (LEP persons), Salt Lake County is requesting information on each Proponent's Language Assistance Plan (LAP). Failure to provide that LEP persons can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination. The "Guidance" does not increase Title VI requirements, but merely clarifies existing requirements. Ensuring LEP persons' participation is a component of HUD recipients' certification that they will Affirmatively Further Fair Housing (AFFH), and applies to all operations and subsidiaries of an organization or municipal agency receiving federal financial assistance. If you don't currently have an LAP or for more information about LEP, see the federal website at <http://www.lep.gov>.

EMPLOYEE STATUS VERIFICATION SYSTEM

The Proponent will be required to register and participate in the Status Verification System before entering into a contract with the County as required by Utah Code Section 63G-11-103(3). The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. The proponent will be individually responsible for verifying the employment status of only new employees who work under the proponent's supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main proponent by affidavit that the contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective contractor or subcontractor. The proponent will be required to comply in all respects with the provisions of Utah Code Section 63G-11-103(3). Proponents' failure to so comply could result in the immediate termination of its contract with Salt Lake County.

FUNDING PROCESS

Funding for this competitive grant program is contingent upon the Congress passing a FY 2009 HUD appropriation bill funding the Community Development Block Grant program.

SALT LAKE COUNTY’S PROPOSED 2009-10 CDBG PROGRAM YEAR BUDGET

<u>Estimated Available Funds:</u>	\$2,400,000
Amount subgranted to the eleven (11) smaller incorporated cities in the Salt Lake County Urban County Program	\$1,100,000
Community Development Projects	\$900,000
Hard Costs	\$700,000
Public Service (Soft Costs)	\$200,000
Administration	<u>\$ 400,000</u>
Total	\$2,400,000
Anticipated Program Income for Housing Revolving Loan Fund and Economic Development Loan Fund	\$ 600,000